

UNPROCESSED RECEIPTS CONTROL

(Authority: DRMS-I 4160.14, Vol IV)

DATE RECEIVED

GENERATING ACTIVITY

STORAGE LOCATION(S)

NO. OF LINE ITEMS

NO. OF CONTAINERS

1

2

3

4

FSG/FSC

TYPE OF CONTAINERS

REMARKS

DATE
PROCESSED**INSTRUCTIONS**

DRMS FORM 355, UNPROCESSED RECEIPTS will be completed by the DRMO employee unloading materiel received outside the processing/staging area whenever it is anticipated that same-day processing is not possible. One form may be used for all materiel received from a single generating activity and placed in one location or adjacent locations. If the shipment is unloaded in two or more separate areas, a separate form is required for each area. Form entries will be made as follows:

DATE RECEIVED - Enter the Julian Date the materiel was unloaded in the DRMO.

GENERATING ACTIVITY - Enter the name of the organization which released the materiel to the DRMO.

STORAGE LOCATION(S) - Enter the location(s) used for temporary storage of the receipt.

NO. OF LINE ITEMS - If known, enter the total number of line items included in the shipment. If the total number of line items cannot be readily determined, enter an estimate of the total and indicate that it is an estimate.

NO. OF CONTAINERS - Enter the total number of containers in the shipment.

FSC/FSG - Enter the FSC or FSG of the materiel. If the shipment consists of several line items of different FSCs/FSGs, the term "MIXED" may be used.

TYPE OF CONTAINER - Enter the type of container used for delivery of the materiel; e.g., pallet, cartons, tote boxes, tri-wall, CONEX, etc. In the case of large end items, the item noun may be entered; e.g., truck, forklift, auto, drums, tires, etc.

REMARKS - As required.

DATE PROCESSED - Enter the Julian Date that the materiel was processed by the receiving activity.